

7-1-7 Technical Training Package instructions

All you need to host your own training workshop for implementers

Overview

Thank you for downloading the 7-1-7 Technical Training Package. This editable training package includes all the materials needed to host a four-day workshop to provide participants with a deep dive on the 7-1-7 target and performance improvement approach for outbreak detection, notification, and early response – including the key steps for routinely using 7-1-7 and the main components for systematically adopting 7-1-7 in a country or jurisdiction.

This training includes short presentations, hands-on activities, discussions, and Q&A to help participants become familiar with the 7-1-7 target, how it is used, and how to adopt it. By the end of the training, participants should be able to:

- Understand the 7-1-7 target and performance improvement approach and Early Action Reviews for outbreak detection, notification, and response
- Explain how 7-1-7 drives performance improvement of outbreak systems
- Identify opportunities and challenges for supporting awareness, adoption, and use of 7-1-7 in their work
- Apply key steps and model practices to support 7-1-7 adoption + use across programs and contexts
- Develop a plan for adoption and routine use of the 7-1-7 target in their country or jurisdiction

This document describes the contents of the training package, explains the learning methods used for this training, and provides tips on hosting a 7-1-7 technical training workshop. **Please read this document in detail if you intend to use this training package for any purpose**, including to host a 7-1-7 technical training or for your own personal learning.

Intended audience

The 7-1-7 technical training is intended for a technical audience that has no or limited experience with the 7-1-7 target but will be supporting 7-1-7 adoption and/or use. This may include frontline public health staff / rapid response teams, surveillance and response actors, emergency operations center staff, data system managers, those designated to coordinate 7-1-7 activities, and others with roles and responsibilities for 7-1-7 adoption and use.

For those needing an introduction to 7-1-7 but less of a deep dive into the technical material, we recommend the [7-1-7 Orientation Training Package](#) found on the 7-1-7 Alliance website instead. Please note that the materials in the orientation package are largely the same as the day 1 agenda and materials of this training package, but with modified learning objectives for the shorter course.

Contents

The '7-1-7 technical training package' zip file contains sample agendas, slides, and activities for a comprehensive orientation workshop. These materials can be adapted to fit your needs, including for shorter/longer workshops or workshop-specific context.

The '7-1-7 technical training package' zip file contains the following files and folders:

0 – Start here (7-1-7 technical training package).docx file: this read-me document

1 – Agendas folder: contains sample organizer and participant agendas. These are based on 7-1-7 technical training workshops that the 7-1-7 Alliance has used in multiple countries around the world.

- **7-1-7_Organizers_Agenda_4-day_Technical Training_Workshop.xlsx** – Excel file with sample detailed session-by-session agenda for a 4-day technical workshop (agenda for each day is on a separate tab). These agendas can be adjusted as needed.
- **7-1-7_Participant_Agenda_4-day_Technical Training_Workshop.docx** – Word file with sample participant agenda for a 4-day technical training workshop. The agenda should be updated based on any changes made, and workshop-specific details should be added to areas highlighted in yellow.

2 – Slides folder: contains a slide deck with materials for each of the four days of training

- The slides are organized into “sections” that correspond directly to rows of that day’s organizer’s agenda. Sections and/or slides can be moved, edited, or deleted as needed.
- All slides include notes that can be used to deliver the content to an audience. We highly recommend reading the notes in detail before conducting the training.
 - Some slides include “[Note to the moderator: xxx]” which are notes for the moderator to be read before delivering the slide.
- Several slides have animations to help with pacing and to limit how much text participants see at once. In the notes section of these slides, you will see “[CLICK]” each time you need to click the mouse/clicker for the next animation.
- Each file in the folder is a PowerPoint slide deck corresponding to that day’s workshop agenda tab in the “7-1-7_Organizers_Agenda_4-day_Technical Training_Workshop.xlsx” file (see above). The files are:
 - **7-1-7_Slides_Day1_Technical Training_Workshop.pptx** – day 1 slide deck focused on introducing the 7-1-7 target and Early Action Reviews
 - **7-1-7_Slides_Day2_Technical Training_Workshop.pptx** – day 2 slide deck focused on the first three steps of using 7-1-7 for performance improvement
 - **7-1-7_Slides_Day3_Technical Training_Workshop.pptx** – day 3 slide deck focused on the last two steps of using 7-1-7 and adopting 7-1-7 for routine use
 - **7-1-7_Slides_Day4_Technical Training_Workshop.pptx** – day 4 slides with optional activities on planning for 7-1-7 adoption and use, and teach-backs

3 – Activities folder: contains a folder for each workshop day, with sub-folders for select activities. Activities without additional files are included only in the slide decks (with facilitator instructions contained in the slide notes).

- **Day 1**
 - **90min_measles_tabletop_activity** folder – contains 1) a read-me file specific to the tabletop activity, 2) a folder with handouts for participants and facilitators, and 3) a folder

with a facilitator's training slide deck that can be used to train facilitators on the tabletop activity. Facilitators should be trained on the tabletop activity prior to the workshop.

- **7-1-7 and outbreaks in the news_activity** folder – contains handouts for this activity. If there are more groups than number of outbreak scenario examples, more than one group can be given the same scenario. We recommend at most three scenarios to avoid a long plenary read-out. This activity does not require group facilitators.
- **Day 2**
 - **Identifying milestone dates_activity** folder – contains three sets of scenario handouts and the 7-1-7 Milestone Reference Guide. If there are more groups than number of scenario examples, more than one group can be given the same scenario. If printing is limited, one to two Milestone Reference Guides can be provided per group. This activity does not require group facilitators.
 - **Applying 7-1-7 to your own data_activity** contains 1) a read-me file specific to this activity, 2) a folder with handouts for participants, and 3) a slide deck to be used by participants during the workshop. This activity does not require group facilitators.
- **Day 3**
 - **Data consolidation and verification_activity** folder – contains 1) a pre-filled Excel-based 7-1-7 Data Consolidation spreadsheet for participants and 2) a folder for the main facilitator containing the answer key for the pre-filled Excel spreadsheet. The slide deck already contains screenshots of the answer key. This activity does not require group facilitators.
 - Note: if you are using a different data consolidation tool, then you can re-create this activity with your own tool. You can review the current activity for guidance and use the outbreak scenarios/data in it for your own. You would need to replace the pre-filled data consolidation spreadsheet for participants with your own and replace the screenshots in the slides with your own.
 - **Bottleneck categorization and longer-term planning_activity** contains seven sets of scenario handouts and the 7-1-7 Bottleneck Categories document. If there are more groups than number of scenario examples, more than one group can be given the same scenario. If printing is limited, one to two 7-1-7 Bottleneck Categories documents can be provided per group. This activity does not require group facilitators.
- **Day 4**
 - **Planning_7-1-7_adoption+use_activity** folder – contains a read-me file specific to this activity. This activity does not require group facilitators.

4 – Post-training survey folder: contains a file with template for a post-training survey.

- **7-1-7_technical_training_post-survey.docx** – Word document with suggested questions for an editable survey to be conducted at the end of the 7-1-7 technical training workshop.

Teaching/learning methods used in this training

This training is designed using key adult learning principles and is **highly interactive**. Participants engage with each other throughout the training during hands-on activities, discussions, and Q&A sessions. Presentations are kept as short as possible, with embedded discussion questions to encourage interaction during the presentation. The activities and discussions draw on participants' experiences and knowledge.

We strongly recommend that any changes made to the agenda ensure that the training remains highly interactive and that any additional presentations are short and include discussions.

We recommend using a **‘parking lot’** to capture participant questions throughout the workshop. This parking lot can be 1-2 flipcharts or flipchart sheets in designated areas of the room where participants can add questions. The organizers should review the parking lot regularly, and weave the answers in during presentations or, at minimum, during the designated ‘parking lot’ session(s). The benefits of a parking lot are that it helps organizers 1) know which questions (and which types of questions) are coming up across multiple participants and 2) manage time since questions will be collected and answered during these designated sessions.

The only activity in the 7-1-7 training package that requires **group facilitators** is the tabletop activity on day one. A facilitator’s training is included in that activity’s folder. All other activities are led by the participants themselves in their groups. See the “Intro to group work” section of the master slides for suggestions on rotating group roles.

Tips on hosting a 7-1-7 technical training workshop

Logistics

- If possible, select a venue with enough space for participants to break into groups where they will have some separation from other groups. This helps a lot with being able to hear each other within groups.

Materials

- Flipcharts: One flipchart per group for activities and an additional 1-2 for the parking lot. If stands are not available, flipcharts can be completed at the tables.
- Flipchart markers: At least one marker per flipchart, but ideally 2-3 of different colors.
- Tape: Helpful to tape flipchart pages to walls, especially for activities where multiple sheets may be used. The parking lot sheets can also be taped up.
- Sticky notes (i.e., Post-it notes): Very helpful for activities, including the measles tabletop activity, as well as for adding questions to the parking lot. Aim to have at least one pack per table, but ideally 2-3 packs of different colors. If sticky notes are not available, aim to have small colored sheets and more tape, so the small sheets can be taped up.
- Handouts: Have printed copies of the agenda and activities for each participant (plus some extras). If this is not possible, plan to have a few copies per group/table.
- Projector + screen + HDMI cables: For slide presentations.
- Wireless clicker/pointer: For ease of presenting.
- Name badges: If unavailable, consider paper + tape.
- Additional stationery: have on hand some pens, stapler(s), staples, blank paper, etc.

Participation

- Encourage **active** participation from the start.

- If participants are quiet, we strongly recommend pushing discussion by **handing the microphone to participants**, including for discussion questions embedded within the presentations. This typically helps open up participation and helps make the workshop interactive from early on.
- For **group activities** and discussions, consider whether participants should be randomized or not. Participants may sit with others they work with or know from the start. For some activities and discussions, this may be helpful. For others, randomization may lead to useful diversity of experiences/knowledge in each group. To randomize, determine the number of groups and have participants go one by one saying consecutive group numbers, and then arranging into those groups (e.g. with three groups, participant 1 says “1”, participant 2 says “2”, participant 3 says “3”, participant 4 says “1”).
- Ensure that **icebreakers** are done at the beginning of the morning and afternoon sessions. Energizers (with body movement) are good for afternoon icebreakers if possible. We have found it useful to have the first icebreaker of the session be one where participants can get a sense of who is in the room (an example of this is included in the sample slide deck).

Agenda

- **General:** We recommend customizing the agenda to fit the participant needs (e.g., discussion questions, any workshop-specific presentations). We highly recommend keeping additional presentations short (<20 minutes if possible) and embedding discussion questions within them.
- **Day 1:** Tabletop activity: we highly recommend 1) conducting this activity because it is a great way to give a concrete understanding of 7-1-7 and the emphasis on performance improvement, 2) conducting it very soon after the Intro to 7-1-7 session on day 1, and 3) not reducing the time to less than 90 minutes.
- **Day 2:** The ‘Applying 7-1-7 to your own data’ activity has been a highly effective activity in several 7-1-7 workshops. This activity works best if participants are asked before the workshop to come prepared with information about an outbreak they are working on or are familiar with. Detailed guidance is included in the “Start here” file in that activity’s folder, and documents for participants to work on before and during the workshop are also included.
- **Day 3:** The ‘Adopting 7-1-7’ section contains general guidance on adopting 7-1-7. Please tailor the slides, including the presentations and activities, to your country/jurisdiction where relevant.
- **Day 4:** The workshop audience should be considered before including and/or finalizing the activities on this day.
 - The ‘Planning for 7-1-7 adoption and use’ activity should be oriented towards the audience and desired outcome from the workshop. Please review the “Start here” file for that activity prior to using it.
 - The teach-back activities are intended for participants who will be conducting 7-1-7 trainings in the future as a way to practice delivery of key 7-1-7 content.

Additional materials

Additional materials on the 7-1-7 target can be found on the [7-1-7 Alliance website](#). Key materials relevant to trainers include:

- **[7-1-7 digital toolkit](#)** – this digital toolkit provides in-depth guidance on adopting and using the 7-1-7 target. It is intended for implementers.

- [7-1-7 orientation training package](#) – this training package provides a 4-hour and 8-hour sample agenda and corresponding materials introducing the 7-1-7 target and Early Action Reviews.
- [FAQs](#) – this page provides answers to common questions about 7-1-7.
- [Resource library](#) – this interactive page provides links to 7-1-7 resources, from advocacy briefs and case studies to guidance documents, success stories, training materials, and more.

Feedback

If you have feedback about this training package, please email contact@717Alliance.org.